TDS® CALLING FEATURES
QUICK START INSTRUCTIONS

Caller ID Deluxe

Caller ID Deluxe allows you to see the calling party's name and number before you answer a call.

To Use Caller ID Deluxe:

• Wait for your phone to ring fully a second time and the name and number of the calling party will appear on your display.

Call Waiting/Cancel Call Waiting

• If a new call comes in while you are already on the phone, Call Waiting alerts you with a beep.

To End an Existing Call and Answer a Waiting Call:

• Hang up, then allow telephone to ring and answer it.

To Hold an Existing Call and Answer a Waiting Call:

• Depress switch hook or flash key. Your first caller is automatically placed on hold, while you're connected with the second caller.

To Alternate Between Calls:

• Depress the switch hook or flash key to connect with the other caller. While you talk with one caller, the other will be placed on hold. Each conversation remains private unless you link them using our 3-Way calling service.

To Disconnect Calls:

• Hang up.

To Cancel Call Waiting Before Making a Call:

1. Press ***70** (dial 1170 on a rotary phone).
2. Listen for the confirmation tone and then a steady dial tone.
3. Dial the telephone number you wish to call.
4. After you hang up, Call Waiting turns back on automatically.

Caller ID on Call Waiting

Caller ID on Call Waiting lets you see Caller ID information while you are on another call.

If you subscribe to both Caller ID and Call Waiting, Caller ID on Call Waiting is automatically added to your line at no additional cost to you.

To Use Caller ID on Call Waiting:

1. With Caller ID on Call Waiting you will hear two beeps instead of one. First you will hear the traditional Call Waiting beep, to let you know there is an incoming call. Then, you will hear a different, short tone, which lets you know that Caller ID data is being downloaded to your display.

2. The Caller ID information will appear on your Caller ID Display.
3. To answer the incoming call, use the same procedure as for Call Waiting: depress the switch hook, flash key, or Call Waiting button to answer, and depress it again to return to the original call.

Call Forwarding

Call Forwarding allows you to redirect all calls to another telephone number.

To Forward Calls:

1. Dial ***72**, then listen for a steady dial tone.
2. Dial the number to which you want your calls forwarded. If the number you dialed is answered, Call Forward is established.
3. If the number you dialed is not answered or goes to voice mail, repeat steps 1 & 2 immediately. You will hear a confirmation tone (3 short beeps) indicating that Call Forward has been established.
4. Hang up.

To Cancel Call Forwarding:

1. Dial ***73**, then listen for three beeps.
2. Hang up.

Note:

• If you forward calls to long distance number, you will be charged for each call based on your current long distance plan/rates.

3-Way Calling

3-Way Calling allows you to add a third party to an existing telephone conversation.

To Set Up a 3-Way Call:

1. Call the first person you wish to include in your 3-Way Call.
2. After he or she answers, depress the flash or switch hook, then listen for three beeps and a steady dial tone.
3. Dial the next party's telephone number. (If it's busy or there's no answer, depress the flash or switch hook once to reconnect to your first call.)
4. After that party answers, depress flash button or switch hook for a 3-Way call.

To Cancel the 3-Way Conversation:

1. If the third party does not answer or if you wish to disconnect them, just press and quickly release the flash key or switch hook. You'll be reconnected to your original caller.
2. If either of the two people hang up, you can continue talking with the remaining person.

Note:
- 3-Way Calling can be used to place local and/or long distance calls. Applicable long distance charges will be billed to the originator of the 3-Way Call.

Priority Ringing

Priority Ringing lets you program your telephone line to ring with a special ringing pattern whenever you are called from a select list of phone numbers. When you are called from these numbers, you will hear a short-long-short ringing pattern/tones. Your phone will ring with a normal ringing pattern for all other calling numbers.

To Use Priority Ringing:

1. Press ***61**.
2. Listen to the voice instructions which will guide you through the steps of how to turn Priority Ringing on or off.
3. Press **3** to turn Priority Ringing on.
4. When prompted, use the **#** key to add telephone number(s) to your list.
5. Add number(s) to your list.
6. Finalize each number by pressing **#**.
7. Hang up.

Note:
- If the phone number you are trying to program is outside the area served by Priority Ringing, you will not receive a special ringing pattern for that number.

Special Call Acceptance

Special Call Acceptance allows you to screen incoming calls by creating a list of phone numbers from which you are willing to accept calls. Callers from phone numbers not on your list will hear an announcement that informs them that you are not receiving calls at this time.

To Use Special Call Acceptance:

1. Dial ***64**.
2. Listen to the voice instructions, which will guide you through the steps of how to turn Special Call Acceptance on or off.
3. Press **3** to turn Special Call Acceptance **on**.
4. When prompted, use the **#** key to add number(s) to your Special Call Acceptance list.
5. Press the **#** key to confirm each number on your Special Call Acceptance list.
6. Hang up.

Preferred Call Forwarding

Preferred Call Forwarding allows you to forward calls from a specific list of phone numbers to a phone number you select. When you activate this service, and a call arrives from a phone number that is on your list, the call is forwarded to the number you designate. All other calls will go through to your TDS phone number.

To Use Preferred Call Forwarding:

1. Dial ***63**.

2. Listen to the voice instructions, which will guide you through the steps of how to turn Preferred Call Forwarding on/off.
3. Dial **3** to turn Preferred Call Forwarding on/off.
4. Dial the number to which you want your calls forwarded.
5. When prompted, use the **#** key to add number(s) to your Preferred Call Forwarding list.
6. Add the numbers to your list.
7. Press the **#** key to confirm each number added to your Preferred Call Forwarding list.
8. Hang up.
- Voice instructions will also guide you through the steps of how to enter, confirm, or change the number to which your calls will be forwarded:

Press **1** to confirm the forward-to number.

Press **0** to change the forward-to number.

Per-Call Caller ID Blocking (*67)

Per Call Caller ID Blocking prevents your name and number from being displayed in most situations.

To activate Per Call Caller ID Blocking:

1. Press ***67** and listen for three beeps and a steady dial tone.
2. Dial the desired telephone number.

TDS

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